

Performance Work Statement (Delivery Order 1)
TATRC

This Delivery Order is for a 1 July 2011 Award Date.

Task Area 1: Senior Management Support – Security, Plans, Operations & Training

The Contractor shall provide Security, Plans, Operations and Training Management Support Services to include, but not limited to the following activities:

- Operational mission support planning for individuals and teams supporting tactical and field operations.
- Development and implementation of TATRC security policies and procedures, based on Army and DoD regulations and national policy.
- Coordination with MRMC and DoD security staff on changing requirements and changing policies.
- Develop, coordinate and communicate anti-terrorism plans and procedures.
- Participate in MRMC command level meetings and articulate TATRC's position on various management issues.
- Cover the duties of the TATRC Chief of Staff in his absence.
- Development, coordination and management of training requirements for all TATRC staff. This includes mandatory training as well as professional training requirements.
- Development and implementation of organizational policies and procedures
- Attend DoD, Army and MRMC level meetings, conferences and other venues dealing with operational mission support planning, training and policy issues
- Service as primary liaison for policy, planning and operations issues with Headquarters, USAMRMC
- Develop, coordinate and implement travel policies and procedures.
- Manage and oversee defense travel management and execution for TATRC and support staff.
- Serve as the subject matter expert for all aspects of travel management within TATRC.
- Utilize the Defense Travel Management (DTS) System to prepare Official Travel Orders
- Preparation and review of travel vouchers
- Liaison with the Defense Management Travel Office and travel booking agencies
- Develop and implement travel policies and procedures.

Minimum Personnel Requirements for Senior Management Support – Security, Plans, Operations & Training: At a minimum, Contractor personnel shall have a Master's degree in Management and 6 years demonstrated experience in project leadership and expertise in management at the senior level. Contractor shall have experience with mandatory military training and requirements. Contractor shall have at least 5 years experience in DoD security programs and administration, plans, operations & training as well as knowledge and experience of the Defense Travel Management System. Contractor shall have extension knowledge of processing government travel.

TASK AREA 2: Senior Management Support – Program Management for Medical Research Review and Medical Practice Advancement Planning

The Contractor shall provide senior management support for medical research review and medical practice advancement planning support services to include, but not limited to the following activities:

- Develop and implement the medical research review processes and programs. This includes individual and panel peer reviews.
- Serve as Subject Matter System Analyst for electronic research proposal review system.
- Serve as Chair for the TATRC Proposal Review Board to include:
 - Convening the meetings on a regular basis
 - Managing the presentation and discussion of agenda items
 - Capturing comments and identifying a recommended course of action
 - Writing official minutes of the meeting for the Director
- In support of Medical Research Program Chairs and Directors, develop plans for program solicitations, reviews and adjudications.
- Write, staff and coordinate medical research draft program announcements, and work with Contracting staff to fully develop research solicitations and announcements.
- Assist in formulating strategic plans and policies relating to the program management, technology transfer, prioritization and resource allocations of TATRC medical technology research and development programs.
- Analyze scientific review requirements in terms of scientific domains and scope. Work with organizations providing scientific peer review services to coordinate all related reviews and meetings to satisfy government requirements and plans.
- Develop, plan and manage program for investing in medical advances that may advance medical practices in DoD. This includes:
 - Analyzing needs and determining potential commercial products for these advances,
 - Working with DoD Medical Treatment Facilities for evaluations of both practices and technologies that could satisfy those needs.
 - Coordinate review and selection process for those investments.
 - Track and report progress for these modernization efforts to appropriate chain of command, which may include Office of the Surgeon General, along with recommended courses of action.

Minimum Personnel Requirements for Program Manager for Medical Research Review and Medical Practice Advancement Planning At a minimum, Contractor personnel shall have a Bachelor's degree and at least 10 years experience in medical research review and medical practice advancement planning. Contractor must have extensive experience and knowledge in project management, defense acquisition and medical research. Contractor must have extensive knowledge in scientific peer reviews, medical research reviews and the ability to provide subject matter expertise on proposal shaping.

TASK AREA 3: Senior Management Support – Program Manager for Technology Transfer Support

The Contractor shall provide senior management support for technology transfer support services to include, but not limited to the following activities:

- Manage internal, external and commercial elements of technology transfer program.
- Manage TATRC agreements (i.e. Memorandum of Agreement (MOA) Data Use Agreement (DUA), Cooperative Research And Development Agreements (CRADAs), and provide quarterly reports on status and achievements under current agreements.
- Insure intellectual property documentation is completed and filed by grantees.
- Perform Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis for research portfolios and provide written summaries. Provide analysis for each portfolio within 12 month period.
- Provide support to TATRC managers to identify and guide selected research projects into and through MRMC Decision Gate process. Provide report of selected projects and status within Decision Gate process quarterly.
- Participate in MRMC Invention Evaluation Committee meetings.
- Apply Knowledge Support Tools to selected research projects and provide Economic Analysis (Value Proposition) Models.
- Develop Technology Transfer Website Portal to market TATRC funded research to industry. This will include a questionnaire for pre-proposals that would address transition planning questions for TATRC reviewers to consider while looking at the pre-proposal. Deliver draft design within 3 months.
- Develop Commercialization Training Guide to be used as web content for existing TATRC investigators. Deliver draft within 3 months.
- Develop TATRC Intellectual Property Listing Clearinghouse as part of the web portal.
- Develop customized commercialization programs for selected TATRC research investigators by assessing opportunities with advanced business modeling. Include software analysis for optimizing business planning.
- Measure economic impact of funded research by developing metrics that measure how the research investment impacts the community. This includes benefits to small businesses and number of jobs created or lost as a result of the research.
- Develop commercialization marketing campaign to private sector investors/developers for TATRC funded research. Identify competitive trends, analyze potential customers and users, and identify current or future market segments for new products.
- Manage the Balanced Score Card program for TATRC, and produce the TATRC Score Card for input into the MRMC program.

Minimum Personnel Requirements for Program Manager for Technology Transfer Support

At a minimum, Contractor personnel shall have a Masters of Business Administration (MBA) degree and at least 2 years experience in medical research technology transfer and 5 years managing medical research and technology grants and cooperative agreements. Contractor must

have extensive experience and knowledge in project management, business planning and development and medical research. Contractor must have excellent communications skills.